

**CITY OF ATLANTA
ADVERTISEMENT FOR INVITATION TO BID**

October 29, 2018

ATTENTION INTERESTED BIDDERS:

Your firm is hereby invited to submit to the City of Atlanta (the “**City**”), Department of Procurement (the “**DOP**”), a proposal for **FC-10714, OFFICIATING SERVICES FOR VARIOUS ATHLETICS PROGRAMMING**. The City's DOP, on behalf of the Department of Parks & Recreation (“**DPR**”), is seeking bids from qualified bidder(s) to furnish game officials for Youth and Adult programming including: T-Ball, Baseball, Softball, Basketball, Flag Football, Tackle Football, Volleyball, and Soccer.

A **Pre-Bid Conference** will be held on **November 8, 2018 at 1:00 P.M. EST** at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303. The purpose of the Pre-Bid Conference is to provide Bidders with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the DPR, the Office of Contract Compliance, and Risk Management available at the conference to discuss this project and to answer any questions. Attendance at the Pre-Bid Conference is strongly encouraged for each Bidder desiring to submit a bid.

Bidders will be allowed to ask questions during the Pre-Bid Conference. However, please note that oral answers to questions during the Pre-Bid Conference on **November 8, 2018**, are not authoritative. **The last date to submit questions in writing is Tuesday, November 13, 2018, by 12:00 p.m. EDT.**

Your response to this Invitation to Bid (“**ITB**”) must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303, no later than 2:00 P.M. EDT, on November 15, 2018.

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M. ****

Bids will be publicly opened and read at 2:01 P.M. on the respective due date at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303.

Bidders may submit their Contractor Affidavit Forms for review via the City's IIREA Preview Participation Program, to iireapreview@atlantaga.gov not less than ten (10) days prior to the Proposal due date of **November 28, 2018**. The IIREA Preview Participation Form is set forth in Part 3, included in the Invitation to Bid.

This ITB is being made available by electronic means. If accepted by such means, then the Bidder acknowledges and accepts full responsibility to insure that no changes are made to the ITB. In the event of conflict between a version of the ITB in the Bidder's possession and the version maintained by DOP, the version maintained by the DOP shall govern.

You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Ms. Briana Triplett, Contracting Officer, at brtriplett@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued.

The bid document may also be obtained from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, S.W., Atlanta, Georgia, 30303, at a cost of \$100.00 per package, beginning on October 29, 2018. All purchased solicitation documents include a scope of work booklet.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all Proposals when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.